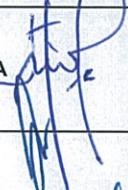


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|    | <p style="text-align: center;"><b>EXECUTIVE</b></p> | PD CODE: ANPM/PD/COM/001  |
|   |   | APPROVED: G. DA SILVA    |
| <p style="text-align: center;"><b>POSITION DESCRIPTION</b></p>  |   | CHECKED: D. MARTINS   |
|   |   | ORIGINATOR: E. DA COSTA  |
|   |   | ISSUE DATE: 1 MARCH 2019  |
|   |   | REVISION NO: 2    PAGE 1 of 3   |
| <p><b>Position Title</b> : Director - Commercial</p> <p><b>Location and Department</b> : Dili, Commercial Directorate</p> <p><b>Reporting Relationships</b> : ANPM President</p> <p><b>Positions line reporting to</b> : Refer to Organisation Chart No: ANPM</p> |   |   |

## 1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor Leste's body responsible of managing and regulating petroleum activities in the Timor-Lestes' exclusive jurisdiction areas and in the JPDA in accordance with the Decree-Law no 1/2016 on the establishment of the ANPM. The ANPM roles are to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation of oil and natural gas resources, and the distribution, wholesaling and retailing of refined oil and gas products. The ANPM also regulates exploration and exploitation of minerals in Timor-Leste in accordance with the applicable legal frameworks.

## 2. KEY OBJECTIVES

- 2.1 Direct and coordinate all commercial activities consistent with Timor-Leste Petroleum Activities Law, Decree Law on the Establishment of ANPM, the Treaty arrangements within the Authority's jurisdiction, and maximise the collection of fees and revenues from the Timor-Leste's exclusive jurisdictional area and the JPDA;
- 2.2 Empowering Commercial directorate in the area of monitoring, analysis and planning;
- 2.3 Report to the President of ANPM and Board of Commissioners and provide financial advice as required;
- 2.4 Manage and supervise the functions and staff of the Commercial Analyst, Marketing and Revenue, JPDA Governance and Compliance, and Legal;
- 2.5 Manage and supervise Commercial Directorate Staff, with emphasis on goals, teamwork, motivation, established systems, and effective prioritisation.

## 3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Ensure the development of annual objectives for the Commercial Directorate;
- 3.2 Monitor the performance of commercial activities conducted within the Authority's jurisdiction;
- 3.3 Monitor industry guidance and legislation to ensure the effective maintenance of the Authority's own Regulations, Directions and Guidelines;
- 3.4 Monitor Authority commercial activities to ensure compliance with internal standards;
- 3.5 Monitor and approve Contract Operator's financial activities;
- 3.6 Provide direction, supervision and support to the Commercial directorate functions of Commercial Analyst, Marketing and Revenue, JPDA and Governance Compliance, and Legal to ensure optimum use of these resources is made to best contribute to the needs of the ANPM;

- 3.7 Manage Commercial Analyst, Marketing and Revenue, Governance and Complaints, and Legal staffs, emphasis on Teamwork, Motivation, Established Systems, and Prioritisation;
- 3.8 Prepare / approve / accept commercial reports;
- 3.9 Ensure the development of the Annual Strategic and Action Plan for Commercial Directorate;
- 3.10 Supervise all commercial activities associated with Acreage Release and marketing, Contract Awards, Annual Work Programs and Budgets, Development Plans, Production Facilities, Contract Variations / Terminations and Acreage Relinquishment;
- 3.11 Empowering Timor-Leste nationals through training programs;
- 3.12 Attend and report commercial activities at Executive Board Meetings;
- 3.13 Establish effective working relationships with relevant Australian and Timor Leste statutory authorities;
- 3.14 Attend and participate in Contract Operator Meetings in Dili, Darwin and other destinations as required;
- 3.15 Any other related duties as directed by President of ANPM.

#### **4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES**

##### **4.1 Essential**

- 4.1.1 Must hold a University degree in Accounting and Finance;
- 4.1.2 At least 5 years working experience in Accounting and finance matters included commercial, revenue, and marketing matters;
- 4.1.3 3 years working in Oil & Gas exploration and production industries;
- 4.1.4 Administratively competent, including liaising with government agencies;
- 4.1.5 Good understanding of sensitivities in a multi-cultural working environment.
- 4.1.6 Ability to motivate and develop mutual respect in workgroups.
- 4.1.7 Experience in supervising and implementing organizational policies and procedures;

- 4.1.8 High degree of computer literacy;
- 4.1.9 Ability to communicate fluently and effectively in English (writing, listening, reading and verbal);
- 4.1.10 Ability to communicate in at least Portuguese or Tetum (written and verbal);
- 4.1.11 Skills and experience in using Microsoft Office and Lotus Note.

## 4.2 Desirable

- 4.2.1 Master degree in Accounting or Finance;
- 4.2.2 5 years experiences in a supervisory position;
- 4.2.3 A high degree of self-motivation, ability to prioritise work and set targets;
- 4.2.4 An understanding of existing Australian and Timor-Leste regulatory framework for oil & gas.